

Excellent Benefits Package (Prorated for Part-Time Employees)

- CalPERS retirement
- Time Off on an Annual basis –
 - 12 Holidays
 - 12 Vacation days
 - 12 Sick days
 - 19 hours of Personal Leave
 - 40 hours of Administrative Leave
- Generous contribution toward health benefit plans and vision insurance
- Dental Insurance – Premium fully paid by the Court
- Life Insurance - \$40,000 paid by Court with additional coverage available at reasonable rates
- Deferred Compensation Plan
- Confidential Pay - \$300 per month

About the Napa County Superior Court

Our mission is to render fair and equal justice; to inspire trust and confidence in the legal system; and to serve the public with courtesy and efficiency.

Napa Superior Court has gained a reputation for leadership - innovating new approaches to solving old problems. If you thrive in an atmosphere of change and challenge, you will enjoy the dynamic pace of the Napa County Superior Court.

Napa County Superior Court

SUPERIOR COURT OF CALIFORNIA



*Announces an Opening
for*

***Legal Research
Attorney***

***One Full Time and One
Half Time Position***

Annual Salary:
\$103,770 - \$124,946
***(Prorated for Part-Time
Employees)***

*Plus an
Excellent Benefits Package*

An Equal Opportunity Employer

Final Filing Date:

**Friday, February 22, 2013
@ 5pm**

The Positions:

Performs complex and detailed legal analysis with an emphasis on civil law and motion, acts as a legal adviser and provides technical assistance to the judges, executive and managerial staff.

Examples of Duties:

- Research difficult legal questions and prepare memoranda, documents and summaries of alternatives for the judges' and executive staff's consideration
- Analyze, recommend and implement policies, court procedures, rules and programs in compliance with California laws and administrative rules
- Review, evaluate and analyze briefs, motions, and other documents in civil law and motion, probate, guardianships, conservatorships, habeas corpus, and appeals to the Superior Court Appellate Department
- Write proposed decisions on matters before the court
- Research, analyze and interpret existing laws and ordinance, court decisions, pending legislation and other legal authorities

- Confer with judges, attorneys, court staff and the public with respect to procedural and substantive legal issues and requirements of cases
- Advise judicial officers and court staff regarding a wide variety of legal issues related to court administration
- Review court contracts for legal form and sufficiency
- Prepare written reports and correspondence; collect and analyze data needed for related matters
- May sit as a judge pro tem or *Reise* hearing officer

The Ideal Candidate Possesses Thorough Knowledge of:

- Legal principles and precedents as applied to judicial procedure
- Principles, methods, materials and practices of legal research
- Trial procedure, rules of evidence, statutory and constitutional laws of the State of California
- Principles of civil, criminal, constitutional and administrative law
- Administrative procedures of the Superior Court

Demonstrates ability to:

- Perform legal research
- Analyze proposed legislation
- Analyze difficult and complex legal problems
- Apply legal principles and procedures
- Present clear and comprehensive proposed decisions, correspondence, reports, and memoranda
- Communicate effectively both verbally and in writing
- Establish and maintain cooperative working relationships with others
- Work independently with a minimum of supervision

Professional Qualifications:

Experience – Five (5) years of experience performing legal research and writing in general civil law preferably in a superior court.

Education – Graduation from an accredited law school.

Licenses - Active membership in the California State Bar for four years.

How to Apply:

Submit your resume, application, supplemental questionnaire and writing samples by 5:00 pm on Friday, February 22, 2013 for consideration for this position. They may be submitted by mail or in person to:

Court Executive Office
Historic Courthouse
825 Brown Street
Napa, California 94559

Court application, supplemental form, and job announcement can be obtained online at www.napacourt.com or from the Court Executive Office at (707) 299-1110.

